

RESOLUTION NO. 94-90

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION FOR
ECONOMIC DEVELOPMENT COORDINATOR

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WHEREAS, in 1992 the City Council directed the establishment of an economic development program; and

WHEREAS, these duties were delegated to one of the Administrative Assistants to the City Manager; and

WHEREAS, the economic development program has evolved to include more responsibilities than were originally planned and the performance of the economic development duties occupy 100% of the Administrative Assistant's time.

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Economic Development Coordinator as shown on Exhibit A attached hereto.

Dated: August 3, 1994

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I hereby certify that Resolution No. 94-90 was passed and adopted by the Lodi City Council in a regular meeting held August 3, 1994, by the following vote:

Ayes: Council Members - Davenport, Mann, Pennino, Snider
and Sieglock (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Jennifer M. Perrin
City Clerk

CITY OF LODI

August 3, 1994

ECONOMIC DEVELOPMENT COORDINATOR

DEFINITION:

Under direction, plans, organizes, coordinates and directs the Economic Development program. Administers marketing and outreach programs for the retention and expansion of existing businesses, and for the attraction of commercial and industrial development to the Lodi Community; provides staff assistance to the City Manager; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED:

Receives direction from the City Manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Develops and implements goals, objectives, policies, and programs which promote the City's economic development.

Ensures that economic development activities comply with City goals, policies and procedures, as well as local, federal and state regulations; develops and maintains required reports, files and records.

Participates in the development and administration of the Economic Development program budget.

Provides assistance and coordination to the City Council, commissions, committees and City management staff in matters related to a wide variety of economic development and redevelopment activities and programs.

Develops and proposes policies for the effective recruitment of new industry, business, and investment in the area.

Develops and proposes policies to stimulate the expansion of existing industry, business, and investment in the area.

Serves as liaison with existing and potential industries, businesses, land and building owners, developers, marketing firms, and federal, state, regional and county agencies, regarding loans, grants, data, and educational resources.

Researches and analyzes redevelopment and economic problems and prepares comprehensive reports.

Prepares reports and gives presentations to community groups, business and government committees, commissions, and City Council.

Represents the City in meetings with representatives of business and community organizations, governmental agencies and the public.

EXAMPLES OF DUTIES (Cont'd)

Monitors legislation and developments related to economic development matters; evaluates their impact in City operations and programs and recommends and implements policy and procedural improvements.

Assists new and existing firms with expeditious permit processing and capital needs including packaging of financing from federal, state, and local sources.

Attends meetings of local industrial, commercial and civic organizations to increase community contact and develop understanding of the economic development program.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Community characteristics, including planning, zoning, schools, budgets, and recreational facilities and civic attractions.

Principles and practices of marketing, public information, and media relations.

Functions and organizations of a municipal government.

Applicable federal, state and local laws, rules and regulations relating to economic development.

Principles of organization, administration and budget.

Economic development incentives.

Informational resources relating to industry, legislation, business, economics, community development, redevelopment and related matters affecting the growth of the community.

Public and private sector financing.

Real estate development.

Urban planning.

Ability to:

Establish and maintain cooperative effective working relationships with those contacted in the course of work.

Communicate effectively and persuasively both orally and in writing.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Prepare and analyze a variety of reports, statements and correspondence.

Develop and administer a division budget.

Be persuasive in marketing and selling the City to prospective businesses and industries.

Coordinate and provide liaison among various agencies and organizations.

Ability to (Cont'd):

Organize work, set priorities and exercise sound independent judgment within established guidelines.

Maintain accurate records and prepare clear, concise and effective correspondence, media materials, public and educational materials, reports and other written materials.

Collect and analyze a wide variety of data and materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban planning, business, public administration, finance or a closely related field.

Experience:

Two (2) years of professional level experience in economic/business development and municipal services.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.